

GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE
MICROFILM SURVEY - AGENCY SUMMARY SHEET

[illegible]

INSTRUCTIONS

(General)

Except for Block 9 the required entries are self-explanatory; most entries being referenced to the form and its column, code or block which will serve as the source.

Where more than one purpose is coded in column F of GSA FORM T75a, the entry in Block 9 of GSA FORM T76 will be based on the most important purpose, that is, the first code listed in column F.

DEFINITIONS

As used in this form the term:

1. "Agency" means a department or independent establishment of the government.
2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment.
3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization unit, or other organization units within your agency, by other agencies, or by private business under contract.